



**CITY OF REDMOND**  
**APPLICATION REQUIREMENTS FOR:**  
**RIGHT-OF-WAY VACATION**

**An appointment must be scheduled to submit your application to the Development Services Center. Please call 425-556-2494 to schedule your appointment. Applications delivered by courier or by mail will not be accepted. Failure to include all items will result in the application being deemed incomplete and will not be reviewed until complete.**

Did this project have a Pre-Application meeting with the Technical Committee? Y N If Yes, what was the most recent pre-app date? \_\_\_\_\_ What was the file # of the pre-app?  
\_\_\_\_\_

**Please note** that the submittal requirements below may change periodically. These submittal requirements are dated **June, 2006**.

**I. APPLICABILITY/BACKGROUND**

Applicants requesting a vacation of right-of-way shall submit all of the information required below.

**II. PROFESSIONAL PREPARATION**

All Right-of-Way vacations shall be prepared by the appropriate professional(s), licensed in the State of Washington. A license stamp or registration number, whichever is applicable, shall be provided on the face of Right-of-Way Vacation application materials.

The applicant shall check each item below to confirm the item is included in the application.  
A Right-of-Way application packet shall include the following:

**III. GENERAL**

- \_\_\_\_ A. Completed General Application Form and Project Contact Form.
- \_\_\_\_ B. Application Fees (please provide receipts from Technical Committee and Design Review Board pre-application meetings in order to determine the Pre-Application meeting credit).
- \_\_\_\_ C. Completed SEPA Application form
- \_\_\_\_ D. Completed SEPA/CAO Fee Worksheet
- \_\_\_\_ E. Vicinity map (suitable for public notice purposes) with labeled streets and north arrow on 8 ½" x 11 sheet of paper, showing location of right of way involved.

- \_\_\_\_E. Ten (10) copies of a map showing street and property boundary lines and relationship to adjacent properties together with existing and proposed utilities and utility easements.
- \_\_\_\_F. Standard Petition forms containing signatures of at least two-thirds of the property owners whose property abuts the portion of the right-of-way to be vacated (Standard Petition form available at the Development Services Center or on-line).
- \_\_\_\_H. Written explanation for vacation request.

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